

accounting & finance portfolio

Networking Skills

All accounting and finance professionals have a network, whether they focus on it actively or not. For some it is a source of specialist technical advice or a resource that can help them to meet their clients' needs. For others it is the source of new clients.

This course explains the key skills needed to make the most of a network, expand it and ensure that it meets career and business needs. Practical exercises and activities make it easy for any accountant to put the sound advice into practice.

Networking Skills enables the learner to:

- Understand the purpose of networking and the skill sets involved
- Improve the core skills needed for building relationships
- Research and plan conversations effectively
- Make the most of conversations with existing or potential members of their network
- Manage and administer their network effectively
- Develop their network over time as their objectives change
- Understand how to keep their network under control



Learning outcomes

What is networking?

- Why should I network?
- What skills do I need to network effectively?

Developing your network

- Who should I include in my network?
- How do I find new contacts?
- How do I plan to network?

Having conversations

- How can I start or join a conversation?
- What can I do to make sure people remember me?
- What should I talk about?
- How do I move on from a conversation?
- How should I prepare for specific events?
- What do I do after the conversation is over?

Building relationships

- How often should I contact my contacts?
- How do I keep my contacts happy?
- How do I network within my organisation?

Managing and using your network

- How do I use my network?
- What technology can help me?
- How do I keep my network under control?
- What do I need to remember going forward?

Target audience

This course is designed to appeal to accountants at all stages of their career.

Those who are less experienced may not have considered these topics before and will find significant improvements in the way they operate and in their overall effectiveness.

More experienced or senior people will value the opportunity to think through their approach once more and identify potential improvements in the way they operate.

Additional services

Pricing: A license to the Accounting and Finance Portfolio ensures that you have year round access to flexible CPD. Prices are based on the number of users.

Tailoring: Ensure the courses meet the needs of your team by tailoring the content. Examples and scenarios featuring your clients and services ensure that every user sees the relevance of the tools and concepts.

Blended learning: Each course has an accompanying half-day workshop. A facilitator's pack provides everything you need to create a fully integrated solution.